

Earth Day, April 22, 2005

Dear Agency Head:

Attached with this email is a copy of Governor Daniels' Executive Order 05-21, Greening the Government. This Executive Order continues and refines our efforts to improve the environmental performance of state government operations and is consistent with our objectives to increase efficiency and cost effectiveness as we provide government services.



The Greening Program is housed within the Indiana Department of Administration, but all Agencies should have a designated Agency Greening Coordinator who is familiar with the Greening Programs listed at www.IN.gov/greening and serves as a liaison with Greening staff. In addition, Executive Order 05-21 generally requires agencies to:

- Establish goals and work to reduce office paper usage;
- Organize Green Rooms to maximize the reuse of gently-used or surplus office supplies;
- Conduct a Clean Your Files Day annually;
- Recycle various materials generated in daily operations;
- Consider the environmental attributes, in addition to price, performance and availability of the various goods and services purchased for state use;
- Implement measures to meet each agency's environmental responsibilities and to enhance pollution prevention, resource conservation, waste prevention and energy efficiency in building projects and on-going equipment operations;
- Use the Indiana Department of Administration's 5-Star Environmentally Recognized Motor Pool for vehicle maintenance services, re-fueling state flexible-fuel vehicles with Ethanol-85 fuel and using and recycling re-refined lubricating oils;
- Promote carpooling by employees to work-related meetings and also encourage state employees to participate in community-based alternative transportation options;
- Use the educational, technical and evaluation tools provided by the Greening Program to implement Greening goals, to measure program effectiveness and to recognize outstanding efforts by individuals, facilities or agencies.

Our goal is to involve every state employee in sustainable, environmentally sound and cost-effective policies in our workplaces. We appreciate all that you do and ask you to remind your employees about Greening programs. Working together, state employees can make a difference!

If you have questions, please contact Janet Fox, Greening Program Director, at 317-232-7658 or via email at jfox@idoa.IN.gov, or Monica Hartke-Tarr, Greening Taskforce Co-Chair at 317-233-5431 or via email at mhartke@idem.IN.gov. Thank you!

Sincerely,

Earl Goode, Commissioner
Indiana Department of Administration

Thomas W. Easterly, Commissioner
Indiana Department of Environmental Management